

BASICS OF KENTUCKY PUBLIC LIBRARY CERTIFICATION

Continuing Education Consultants
Kentucky Dept. for Libraries & Archives
October 2017

MEET THE CONSULTANTS!



LINKS TO KNOW

- ◉ [Certification page](#)
- ◉ [2017 Certification Manual](#)
- ◉ [Applications & Forms](#)
- ◉ [Annual Summation Schedule](#)

WHO MUST BE CERTIFIED?

- ◉ Library Directors
- ◉ Assistant Directors
- ◉ Bookmobile/Outreach Librarians
- ◉ Branch/Department Heads

AND

- ◉ All other **full-time** employees providing library information services
- ◉ Optional but encouraged for other **part-time** staff



Full-Time
OR
Part-Time

TYPES OF CERTIFICATES

Professional I

Professional II

Professional III

Paraprofessional

Library
Experience

Temporary

Protip:
ALL certificates
require college-
level Library
Science courses
(Manual p. 8-9).

INITIAL CERTIFICATION

- Complete the entire form
- Get director's signature
- Send \$20.00 check/money order
- Send copy of diploma/transcripts
- Snail mail it!

Protip:
Review your
application with
your director
before sending!

CONTACT HOURS (CH)

Minimum contact hours for renewal:

Professional I, II, III = **100 CH**

Paraprofessional = **75 CH**

Library Experience = **50 CH**

Protip:
Renew once you
have your
required hours -
don't wait!

LEARNING ACTIVITY REPORT

- Complete one LAR per activity/conference
- Written description is required
 - What did you learn?
 - 250 words or less
- Webinar: Live or Archived?
- Attach documentation
- Sign and date it!

Protip:
complete LAR
after activity;
print/save
documentation.

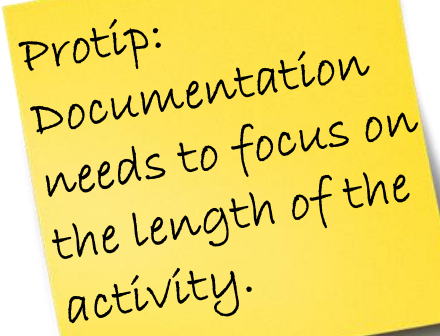
LEARNING ACTIVITY REPORT

⦿ What is appropriate documentation?

- Follow-up email, agenda, conference log
- Email from CE Consultant
- Transcript for college classes

⦿ What is NOT?

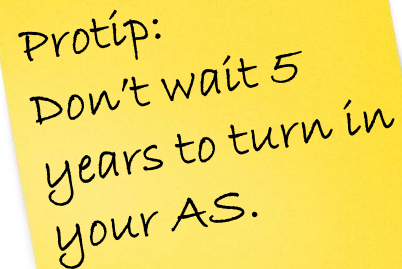
- PowerPoint slides
- Receipt for registration/hotel
- Registration information



Protip:
Documentation
needs to focus on
the length of the
activity.

ANNUAL SUMMATION

- Turn one in every year
- Sign and date it
- Send by email or snail mail
 - Contact us **before** sending files over 5MB
- We keep the original, email a copy to the library director



Protip:
Don't wait 5
years to turn in
your AS.

RENEWAL APPLICATION

- Complete the entire form
- Sign it
- Send \$20.00 check/money order
- Renew 1-2 months before your certificate expires

Protip:
Don't send
copies of your
AS or LAR.

WHAT ACTIVITIES COUNT?

- ◉ Workshop/conference attendance
- ◉ Holding office
- ◉ Writing/editing books/articles
- ◉ Presenting
- ◉ Teaching

LIBRARY OR JOB-RELATED

- ◉ Manual p. 13-14 has full list

WHAT'S IT WORTH?

- ◉ Undergraduate class → 20 CH/semester credit
- ◉ Graduate class → 25 CH/semester credit
- ◉ Presenting training ~1 hour → **3 CH**
 - **Repeating training → 1 CH**
- ◉ Organization office → 5-10 CH/year
- ◉ Writing/editing → 2-40 CH
- ◉ Manual p. 27-28 has full list

Protip:
Only count time
spent in active
learning.

THE EXPIRATION PROCESS

⦿ Prior to expiration:

- 3-month warning email → Regional librarian
- 1-month warning email → Library staff

⦿ Upon expiration:

- Letter 1 → Director and Regional
- Letter 2 → Board president, Cc: Director & Regional
- Letter 3 → Board president, Cc: Director & Regional
 - \$100 fine

Protip:
If you need more
time, write a
letter asking for
an extension.

THANK YOU!

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[Certification webpage](#)

[CE Events Calendar](#)



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